



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
2511 JEFFERSON DAVIS HIGHWAY
ARLINGTON, VA 22202-3926

IMAH-OPD-D

JUN 27 2006

MEMORANDUM FOR US Army Installation Management Agency Personnel

**SUBJECT: US Army Installation Management Agency Policy Memorandum #12,
Central Tasking Office (CTO).**

1. REFERENCES.

- a. AR 600-20, Army Command Policy, 1 February 2006.
- b. DA PAM 500-5-1, Individual Augmentation Management, 28 December 2001.

2. PURPOSE. To provide guidance to all US Army Installation Management Agency (IMA) personnel utilizing HQ, IMA's CTO.

3. APPLICABILITY. These procedures are applicable to all personnel assigned to and/or under the operational control of IMA. This policy memorandum supersedes IMA policy memorandum #12, December 16, 2004.

4. POLICY. IMA Regions/Garrisons will accept taskings only from their higher IMA (Region/HQ) CTO.

5. PROCEDURES.

a. The US Army Installation Management Agency CTO at Headquarters, IMA serves as the conduit for taskers between the Director, IMA and the seven IMA Region Offices for all taskings.

b. The HQ, IMA CTO will receive, validate, and disseminate requirements to the Region tasking offices. All taskers that have a suspense date of less than 30 days (based on Eastern Time zone) shall be approved by the HQ, IMA CoS or his/her designated representative.

c. Agencies requesting mission support through IMA will honor existing timelines and procedures to ensure sufficient time to evaluate, validate, and disseminate tasking orders to affected Regions and Garrisons. All taskers sent to the Regions will have an IMA HQ functional point of contact assigned. Support requests must include funding data where appropriate.

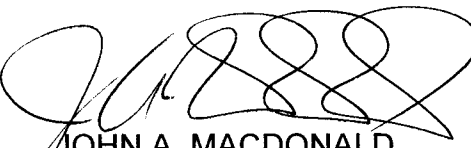
IMAH-OPD-O

SUBJECT: US Army Installation Management Agency Policy Memorandum # 12,
Central Tasking Office (CTO)

d. IMA CTO tasking policy guidance does not supersede existing OPLANs that promulgate habitual support relationships between Garrisons and Mission Commanders for execution of Army missions.

e. E-mail requests should be sent to the IMA CTO: ima_cto@hqda.army.mil; Phone: DSN: 312-332-4254; or COMM: 703-602-4254.

6. PROPONENT. HQIMA Operations/Mobilization Branch (IMAH-OPD-O) is the proponent for this IMA policy. POC is the Chief, HQIMA Operations Center at DSN: 312-332-4254; or COMM: 703-602-4254.



JOHN A. MACDONALD
Brigadier General, USA
Director